

## **Supervisor, Firearms and Toolmarks Laboratory**

**Salary:** \$89,211.20 – 124,883.20

**Department:** Medical Examiner's

**Anticipated Work Schedule:** Monday through Friday, 8:00 AM - 4:00 PM

**Reports To:** Managing Director of Laboratories and Director of Parentage

**Full Time or Part Time:** Full Time

**Regular or Temporary:** Regular

**Bargaining Unit:** N/A

**Classified or Unclassified:** Classified

**FLSA:** Exempt

**IMPORTANT:** To be considered for this position, you must create a profile and apply on Cuyahoga County's website at [Cuyahoga County Department of Human Resources](#)

### **Summary**

The purpose of this classification is to supervise and participate in the daily operations of the Firearms and Toolmarks unit including the examination and interpretation of firearms evidence received by the unit.

### **Distinguishing Characteristics**

This is a manager level classification. Incumbents in this class work under general direction of the Managing Laboratory Director and Quality Assurance Manager. This position oversees the operations and promotes the efficiencies of the firearms/toolmark lab unit, incorporates process improvements, and ensures that work meets time and quality objectives. The employee is responsible for ensuring proper preservation and documentation of evidence and adherence to applicable laws, protocols, and regulations. This class supervises Forensic Scientists and other assigned staff.

### **Essential Job Functions**

Conducts examinations and comparisons of firearms, bullets, shells, casings, tool marks, and other related items; applies instrumental, physical, and/or chemical techniques in the examination of firearm and tool mark evidence; disassembles, reassembles, renders safe, and tests firearms to determine operability, safety, and accuracy; documents unique characteristics and records physical parameters using measuring projections, micrometers, etc.; performs distance determination and examination of gunshot patterns with test standards; uploads into and reviews data from NIBIN, the National Integrated Ballistic Information Network; prepares findings and issues reports based on the results of the examination; performs administrative and technical case review.

Supervises and directs the work of Forensic Scientists and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee

timesheets and leave requests; prepares and reviews documents related to payroll, timesheets, requests for leave and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge.

Updates and/or drafts Standard Operating Procedures; reviews procedures to ensure compliance with accreditation guidelines; conducts legal and scientific research for new trends and developments affecting firearms examination; implements and enforces quality assurance procedures; ensures that proper safety procedures are followed.

Communicates with a variety of individuals and groups; oversees lectures, internships, department tours, and detective requests; testifies in court; presents lectures to students, lawyers, and law enforcement personnel.

Ensures that supplies and equipment are available so that productivity is not interrupted; reviews purchase orders for technical accuracy; ensures that supplies and reagents are ordered in a timely fashion.

Performs related administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends and participates in professional group meetings, conferences, seminars, and trainings; stays abreast of new trends and information in the field; validates new procedures and implements and trains analysts on new procedures; conducts unit meetings with staff.

### **Minimum Requirements**

Bachelor's degree in natural/physical science and six (6) years of firearm/toolmark casework experience; or an equivalent combination of education, training, and experience. Successful completion of a firearm and toolmark examiner training program.

### **Application Process**

This is a non-competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will put your name on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list. HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

### **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.